

**CONFIDENTIAL**

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MEMORANDUM FOR THE RECORD

SUBJECT: Proposals 5, 6, and 9 of the Administrative Task Force

1. Discussed implementation of Subject Proposals with Chief, Records Control Branch/Support Services Staff; Deputy Director of Personnel; and [REDACTED], Policy and Planning Staff/Office of Finance.

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2. No action is required on proposal 5 since it is incorporated in pending revisions to the [REDACTED] Travel series now in Agency coordination. Proposal 9 is a procedural change requiring deletion of a section within [REDACTED], and Chief, Records Control Branch has indicated his willingness to effect this change at an appropriate time, probably when he finalizes the current revisions to [REDACTED]. Drafting of Proposal 6, dealing with an increase in the local POV mileage rate, will be accomplished by the Office of Finance inasmuch as it was the initiator of the proposal in the Administration Task Force. [REDACTED] will originate a working draft and will coordinate it with the Office of Personnel and the Office of Logistics before submission to Records Control Branch.

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[REDACTED]

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Deputy Chief, Plans Analysis Division  
Office of Personnel

Att

Proposals 5, 6, 9 ATF

Distribution:

- 0 - Chrono
- 1 - DC/PAD
- 1 - DD/Pers
- 1 - [REDACTED], PPS/OF

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